

In addition to the Conference Approval Request, Criteria for Approval, Conference Budget, and Registration Fee Budget, the U.S. Department of Energy now requires the inclusion of a Background History of the Conference, a Tentative Agenda, and a completed Conference Questionnaire. The Conference Questionnaire is somewhat redundant, but you must provide the information (again) in the format requested.

CONFERENCE QUESTIONNAIRE

1. Conference Organizer and Contact Information
2. Title of the conference and a one paragraph analysis of how holding this conference supports the Office of Science missions within your organization.
3. Conference Agenda, including duration and any planned activities beyond the agenda such as site visits, after hours dinners etc.
4. Conference Attendees:
Provide by category the estimated number of estimated attendees that are SC, DOE, other Federal agency employees.

Provide by laboratory the number of estimated laboratory employees attending.

Provide the estimated number of attendees not identified in # 3 and #4 by category such as University, Foreign Visitors etc.
5. Location of the conference and a statement as to why that location was chosen, including security concerns if applicable.
6. Estimated costs for holding the conference broken out by categories such as audio visual, conference room, refreshments, travel costs for the HOST only if location is not at their site, etc.
7. Estimated income from registration fees, sponsorships, etc.